

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CORRECTIONS FIRST SERGEANT**

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Jurisdictional Class: **Competitive**  
Date Adopted: **3/12/97**  
Date Revised: **7/21/05**  
Jurisdictions: **County**  
Union Status: **Schoharie County Local 452, Council 82, AFSCME, AFL-CIO**  
Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** This position is designed to relieve the Jail Administrator of many of his day-to-day supervisory chores, so that he can concentrate on managing the county jail. The position interacts on a daily basis with the Sergeants, supervising their work and reporting back to the Jail Administrator on any problems. The position also assists the Jail Administrator in administering the jail. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Insures Sergeants are enforcing policy and procedure daily;  
Helps insure facility is in compliance with laws and regulations;  
Reviews all reports and logs submitted to the Lieutenant;  
Insures housing unit inspections are done and safety issues area addressed;  
Supervises new employee training;  
Administers inmate commissary;  
Assists in formulating and adopting policy;  
Tracks and schedules leave time and shift time;  
Acts as a Sergeant when Sergeant is absent;  
Investigates inmate and employee discipline problems;  
Helps in conducting Sergeant evaluations;  
Performs inmate grievance resolution;  
Training coordinator for facility staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of Corrections laws and procedures; excellent communications skills; good supervisory skills; ability to follow and issue instructions; good judgment.

**MINIMUM QUALIFICATIONS:**

- (A) Associates degree in criminal justice, and three (3) years of experience in corrections work; **OR**
- (B) Three (3) years of experience as a Corrections Sergeant; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year).

**NOTE:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.